



AGRICULTURE PROGRAM SPECIALIST

SCOPE OF WORK:

Work involves administering programs and/or providing compliance and outreach assistance to protect and regulate the North Dakota agriculture industry.

DUTIES PERFORMED AT ALL LEVELS:

- Monitor, interpret, enforce, and ensure compliance with laws, rules, regulations, policies, procedures, and guidelines relating to the program(s); provide recommendations on compliance and enforcement issues.
- Assist with developing policies, procedures, and rules relating to the program(s).
- Assist with drafting legislation, preparing testimony, and coordinating rule hearings for the program(s).
- Provide guidance, information, outreach, and educational and technical assistance to co-workers, producers, private landowners, businesses, associations, industries, boards, the public, and local, state, and federal agencies and officials regarding the program(s).
- Develop, update, maintain, coordinate, and distribute information, reports, education materials, or surveys related to the program(s).
- Promote public awareness of the program(s) through presentations, media releases, newsletter articles, and website pages.
- Review program applications, labels, registrations, licenses, and databases for accuracy and completeness.
- May conduct program-related inspections.
- May administer, review, monitor, and promote grant programs.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.
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AGRICULTURE PROGRAM SPECIALIST I
GRADE J

6202

LEVEL DEFINITION:

Positions at this level typically perform duties under general supervision primarily within state programs.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a field related to the position's program responsibility area and one year of work experience related to the position's duties. Additional work experience related to the position's duties may substitute for up to two years of the education requirement on a year for year basis. A master's degree in a field related to the position's program responsibility area may substitute for the work experience requirement. The hiring authority, at the time of recruitment, may specify the degree and work experience and any additional qualifications depending on the specific position to be filled.

AGRICULTURE PROGRAM SPECIALIST II
GRADE K

6203

LEVEL DEFINITION:

Positions at this level typically perform duties independently primarily within federal programs.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Collaborate with co-workers, businesses, research specialists, producers, associations, industries, the public, and related state and federal agencies and officials to identify and address program issues.
- Develop, review, and evaluate goals and objectives as related to the program(s); ensure the Department of Agriculture meets program goals and objectives.
- May supervise program activities and staff.
- May assist with developing and monitoring the program budget.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a field related to the position's program responsibility area and two years of work experience related to the position's duties. Additional work experience related to the position's duties may substitute for up to two years of the education requirement on a year for year basis. A master's degree in a field related to the position's program responsibility area may substitute for the work experience requirement. The hiring authority, at the time of recruitment, may specify the degree and work experience and any additional qualifications depending on the specific position to be filled.

Eff. Date: 10/99

Rev: 10/02 – Revised level definition and duties of 2nd level

Rev: 07/11 – Revised scope, duties, level definitions, minimum qualifications, and factoring and grade of 1st level.

Rev: 07/12 – Conversion to Hay System

Rev: 12/13 - Revised minimum qualifications at both levels to allow substitution